

Position Title:	Project Manager, Electronic Adjudication Management System
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Department:	INDUSTRIAL RELATIONS, DEPARTMENT OF
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Final Filing Date:	Thursday, May 13, 2010
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Bulletin ID:	04292010_1
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The Above-Named Examination Bulletin is Amended as Follows:

The final filing date for this examination is May 20, 2010.



INDUSTRIAL RELATIONS, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	INDUSTRIAL RELATIONS, DEPARTMENT OF	RELEASE DATE:	Friday, April 30, 2010
POSITION TITLE:	Project Manager, Electronic Adjudication Management System	FINAL FILING DATE:	Thursday, May 13, 2010
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,558.00 - \$ 8,333.00 / Month	BULLETIN ID:	04292010_1

POSITION DESCRIPTION

The CEA II, EAMS is limited-term 24 months and is located in Oakland.

Under the general direction of the Administrative Director, Division of Workers' Compensation (DWC), the incumbent will work closely with the internal program and technical staff and an outside contractor and direct the development and implementation of an electronic database system to automate the various processes of the state's workers' compensation system. Specific duties will include, but not necessarily be limited to, the following activities:

Oversee the development of an electronic database system to automate the claims processing, adjudication, rehabilitation, calendaring, analytical and other functions of the state's workers' compensation system. Serves as primary contact with the contractor and all DWC interests in developing this automated system. Meets regularly with the outside contractor, Deloitte, to assure that the tasks agreed to in the Request for Proposal (RFP) are addressed and adhered to by the contractor; shares his/her expertise of the processing components of the workers' compensation system so the contractor can gain an understanding of how each part fits into the overall system, and addresses each part in developing the computerized workers' compensation system; answers questions that the contractor may have regarding how a proposed automated change may or may not impact the other parts of the workers' compensation system.

Works with DWC Managers in selecting staff subject matter experts and teams to provide input to the contractor on the processes of the workers' compensation system, e.g., calendaring & scheduling, case management & workflow, cashiering & financial management, etc.; identifies and manages the requirements of each team and sets objectives and provides direction to team members in the functional design of work for that team; and monitors progress toward meeting those objectives.

Oversees the change management functions associated with the system implementation including the training of all employees and units who will use the system; goes to each of the 24 District

Offices of the Division to make sure that all employees are thoroughly trained on how to use the new system, and what information/reports are available for the system; works with the contractor, operational teams, and the District Office personnel to improve operational efficiency; monitors work of District Office personnel through thorough training on all facets of the new, electronic system.

Represents the benefits of the electronic adjudication management system (EAMS) to external interest groups, e.g., insurance groups, claims administrators, medical professionals, etc.; may demonstrate the use of the new system to these groups.

Makes presentations to the Legislature on required workers' compensation reports, and explaining the new automated system to Legislative Staffers.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Project Manager, Electronic Adjudication Management System**, with the **INDUSTRIAL RELATIONS, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application screening process. The applicants will be screened on the basis of background and demonstrated management experience. The appointing power may invite more competitive candidates to an interview. Interviews will not be held if the appointing power finds them unnecessary to make selection.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678) and a resume describing experience relating to desirable qualifications.

Applications must be submitted by the final filing date to:

INDUSTRIAL RELATIONS, DEPARTMENT OF, Personnel Office
P.O. Box 420603, San Francisco, CA 94142-0603
Ann Rose | 415 703-4390 | ARose@dir.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The INDUSTRIAL RELATIONS, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>